



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
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MILLINGTON, TN 38055-0000

BUPERSNOTE 12351

BUPERS-05

24 SEP 2009

BUPERS NOTICE 12351

From: Chief of Naval Personnel

Subj: CIVILIAN PERSONNEL POLICY FOR REALIGNMENT AND  
CONSOLIDATION OF U.S NAVY CORRECTIONAL FACILITIES

Ref: (a) Title 5, Code of Federal Regulations (CFR),  
Part 351  
(b) Relevant Collective Bargaining Agreements  
(c) SECNAV M-5210.1 of Nov 07

1. Purpose. To establish Bureau of Naval Personnel (BUPERS) policy for civilian personnel affected by the realignments and consolidation of Navy corrections as a result of Base Realignment and Closure (BRAC) V Recommendation #H&SA-0135 Corrections Facilities Recommendation (to consolidate Correctional Facilities into Joint Regional Correctional Facilities (JRCF)). It is BUPERS policy to minimize the need for actions which adversely impact the workforce through Reduction in Force planning, placement assistance and proper use of incentives as needed. It is important that any actions taken during the realignment process are documented to withstand any and all review after the fact. Only by systematically planning and executing these realignments can employees receive any and all applicable considerations for placement and/or separation while still achieving the goals of the realignment.

2. Background. Per BRAC V Department of the Navy is directed to consolidate selected Navy and Marine Corps brigs (Level I brigs or pretrial confinement facilities) and to provide Level II JRCF capability in five regions.

a. "Corrections" is defined as confinement at a facility that provides programs which include counseling and a systematic evaluation of prisoners to expedite decisions on custody, work, training, clemency, and disposition. The correctional program at the confinement facility includes work, military and physical training, an opportunity for self-improvement, recreation, religious participation, and pre-release programs. This is the function that is currently conducted, or planned for, each

24 SEP 2009

gaining activity location and will cease at the losing activity location.

b. Transfer of Function, by definition, means the transfer of the performance of a continuing function from one competitive area and its addition to one or more other competitive areas, except when the function involved is virtually identical to functions already being performed in the other competitive areas affected; or the movement of the competitive area in which the function is performed to another commuting area. It has been determined that Level I functions are currently being performed by all current operating Level II JRCF (Consolidated Brigs Miramar and Charleston). Therefore, as the function is already being performed at the gaining location, realignments to these JRCFs are not considered transfers of function.

c. JRCF Chesapeake is currently being constructed and scheduled to be operational 15 September 2011. The realignment of Naval Brig Norfolk is determined to meet the definition of Transfer of Function as the Level II "function" is not expected to be operational at the time of the realignment. Subsequent realignment decisions to JRCF Chesapeake will be based upon circumstances specific to each location and transfer.

3. Action. BUPERS, Navy Personnel Command, impacted Corrections Facilities and servicing Human Resources Offices shall ensure that all required human resources preparations are completed, prior to any notification and/or personnel movements.

a. Losing activity permanent employees will be included in the Area of Consideration for permanent vacant positions when recruiting at gaining JRCF Level II facilities.

b. Procedures outlined in reference (a) will be applied to affected employees. Where applicable, servicing HROs are responsible for providing advisory services to ensure compliance with reference (b).

4. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (c).

BUPERSNOTE 12351

24 SEP 2009

5. Cancellation Contingency. This notice may be retained for record purposes or until superseded by another notice on the same subject.



D. P. QUINN

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